



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice July 27, 2022

12 messages

Wilma Marks <wilma.marks@pgcps.org>

Wed, Jul 27, 2022 at 4:37 PM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Frieda Waithe <frieda.waithe@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Daniel Gainer <daniel.gainer@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Tesa Butler <Tesa.Butler@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Patricia Hall <phall@pgcps.org>

Hello Timekeepers,

Please share these items as appropriate with your time approvers and employees.

1. If employees are putting in leave requests in Oracle for September and onward, please ask them to either hold off or to enter it in one day increments. Certain calendars still need to be updated in Oracle which may cause leave to overstate hours if entered in more than one day increments.
2. Sick and Safe leave accrual amounts are currently not yet updated. They will be updated by the first 10 month employee pay period.
3. The workday bulletin is attached again. This is the final version and is the one also posted on the website.
4. If you see Regular Salary Time or Regular Wages Time on an employee timecard, please do not change those hours or any data on that line of the timecard. This type of pay is system generated and should never be changed. If you have to pay an employee for something other than their normal job, please add a line and enter the appropriate hours type(ex, Time Entry Wages or Summer Incentive).
5. Summer Incentive hours type requires that an SI program be added. If the SI program is not added costing will be incorrect and your timecard may be put into error status. Error status means the employee would not be paid.
4. It is once again Payroll Roster time. Please check your rosters to ensure any terminated(resigned, retired) employees or transferred employees are no longer listed. Please ensure all of your new staff are showing correctly in your roster.

Payroll Roster													
Organization: ES										Pay Period End Date: 29-Jul-2022			
Find													
Full Name	EIN	Status	Location	Position	Pay Type	Retired	Termd	On Leave	Tran	Within PG	To	Incorrect Position	Comments
	81	Leave With Pay		379807.Classroom Teacher - G	10								
	71	Active Assignmen		375416.Classroom Teacher.Tit	10								
	2	Active Assignmen		7390.Resource Teacher.SPED	10								
	6	Active Assignmen		7629.Media Specialist.Formula	10								
Astarte'	7	Active Assignmen		379806.Classroom Teacher - G	10								
R	3	Active Assignmen		7844.Physical Ed Teacher.For	10								

Thank you,
Wilma Marks
 Supervisor Operations and Procedures
 Payroll Services
 301-952-6351
 Fax: 301-952-6088

Strategic, Input, Consistency, Connectedness, Relator

Click [HERE](#) to go to the **Payroll Office Website!**

Click [HERE](#) to go to the **Absence Management Website!**

Click [HERE](#) to go to the **Leave (Use or Lose) Calculator** for all PGCPS unions!

Click [HERE](#) to go to the **Internal Revenue Service (IRS) Tax Withholding Calculator!**

Payroll General Inquiries email: payroll@pgcps.org

For Long term Leave/FMLA/LOA Inquiries: absence.mgmt@pgcps.org

Payroll Tax and/or W2 Inquiries email: payroll.taxesw2s@pgcps.org

Payroll Stop Payment Submission and/or Inquiries: payroll.stoppayment@pgcps.org

Garnishment Inquiries: payroll.garnishment@pgcps.org

Payroll Escheatment Inquiries: payroll.escheatment@pgcps.org

Quarantine leave: quaran.leaverequests@pgcps.org

Providing excellent customer service is very important to us****

Please, take a moment to rate our service by clicking the link below:

[Click Here to Complete Customer Service Survey!](#)

 **M-3-23 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY23 (3).pdf**
210K

Akia McNeill <akia.mcneill@pgcps.org>
To: Wilma.Marks@pgcps.org

Wed, Jul 27, 2022 at 4:38 PM

Hello All,

I am on summer break until the next school year 2022/23 and will not be responding to any emails until then.

Have a wonderful summer!

--
Mrs. Akia McNeill
Prince Georges County Public Schools
Secretary
(301)918-8680
Thomas Johnson Middle School
[5401 Barker Place](#)
[Lanham, MD 20706](#)
[www.pgcps.org](#)

Donna Holland <donna.holland@pgcps.org>
To: Wilma.Marks@pgcps.org

Wed, Jul 27, 2022 at 4:38 PM

--
Ms. Donna Holland
Secretary II
Benjamin Stoddert Middle School
2501 Olson Street
Temple Hills, Maryland 20748
301-702-7500
301-702-7515 fax

donna.holland@pgcps.org

Deona Strong <deona.strong@pgcps.org>
To: Wilma.Marks@pgcps.org

Wed, Jul 27, 2022 at 4:38 PM

--
Deona Strong, Secretary II
James Ryder Randall Elementary School
Phone: 301-449-4980, Fax:301-449-2124

"Success is the sum of small efforts repeated"

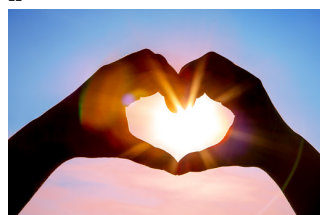
Polatai Matthews <polata.matthews@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Jul 27, 2022 at 4:40 PM

Cc: DaVisa Whitley <davisa.whitley@pgcps.org>, Daniel Gainer <daniel.gainer@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Patricia Hall <phall@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Tesa Butler <Tesa.Butler@pgcps.org>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>

Thank you for the information!

[Quoted text hidden]



Polatai T. Matthews
Administrative Assistant to Sam Stefanelli

Director of Building Services
Louis Wilson Sr. Facilities Administration Building
 13300 Old Marlboro Pike Rm 13
 Upper Marlboro, Maryland 20772
 301-952-6340 - ext: 36340

Be happy*~*)
 ,..*Be bright,..*~*) ,..*~*)
 (. ,..*Be you! *

This e-mail may contain confidential or sensitive information which may be legally privileged information intended solely for the above named entities. If you are not the intended recipient, you are hereby notified that any disclosure, copying, or distribution of this email or taking of any action/use in reliance on the information contained in this email is strictly prohibited. If you receive this message in error, please immediately notify the sender and delete it and all copies of it from your system. Thank you

Tami Douglas <tami.douglas@pgcps.org>

Thu, Jul 28, 2022 at 6:21 AM

To: Wilma Marks <wilma.marks@pgcps.org>

Cc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Daniel Gainer <daniel.gainer@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Tesa Butler <Tesa.Butler@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Patricia Hall <phall@pgcps.org>

Received, thank you.



Mrs. Tami Douglas, Principal's Secretary
 Gwynn Park High School
 13800 Brandywine Road
 Brandywine, MD 20613
 Office Phone: 301-372-0140 ext. 83506

[Quoted text hidden]

Tishana Woodridge <toshingw@pgcps.org>

Thu, Jul 28, 2022 at 8:24 AM

To: Wilma Marks <wilma.marks@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>

Good Morning,

Thank you so much for the information.

Have a wonderful summer.

Stay Safe and enjoy.
 Tishana Woodridge
 Secretary II
 Baden Elementary School
 Home of the Bobcat
 13601 Baden-Westwood Road
 Brandywine, MD 20613
 301-888-1188

On Thu, Jul 28, 2022 at 7:52 AM Jenny Laure <jenny.laure@pgcps.org> wrote:

Good morning,

Thank you very much for the information!

Jenny Laure
Principal Secretary
Scotchtown Hills Elementary School
15950 Dorset Road Laurel, MD 20707
Email: jenny.laure@pgcps.org
Phone: 301.497.3994 Fax: 301.498.6421

<https://transfer.scribborder.com/>
<https://pgcpsmdc.scribborder.com/>
<https://www.pgcps.org/about-pgcps/registration-enrollment>

PGCPS MISSION

To provide a great education that empowers all students and contributes to thriving communities.

On Thu, Jul 28, 2022 at 7:48 AM Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org> wrote:

Good Morning,

FYI.

Thanks

[Quoted text hidden]

--
Nathaniel Okoroafor
Payroll Specialist
Phone: (301) 952-6513
Fax: 301-952-6088

Payroll General Inquiries email: payroll@pgcps.org
Payroll Tax and/or W2 Inquiries email: payroll.taxesw2s@pgcps.org
Payroll Stop Payment Submission and/or Inquiries: payroll.stoppayment@pgcps.org
Garnishment Inquiries: payroll.garnishment@pgcps.org
Payroll Escheatment Inquiries: payroll.escheatment@pgcps.org
Quarantine leave: quaran.leaverequests@pgcps.org

Thanks for being #PGCPSPROUD every day!!

[Click HERE](#) to go to the **Payroll Office Website!**

[Click HERE](#) to go to the **Absence Management Website!**

[Click HERE](#) to go to the **Leave (Use or Lose) Calculator** for all PGCPS unions!

[Click HERE](#) to go to the **Internal Revenue Service (IRS) Tax Withholding Calculator**

Providing **Excellent Customer Service** is very important to us!!!
Please, take a moment to rate our service by clicking the link below.
Click **[HERE](#)** to complete the Customer Satisfaction Survey!

Warning Confidentiality Notice:

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

Valerie Holt <valerie.holt@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 28, 2022 at 9:08 AM

Received, thank you.

Valerie Holt, Principal Secretary
BERWYN HEIGHTS ELEMENTARY SCHOOL
 6200 PONTIAC STREET
 BERWYN HEIGHTS, MD. 20740
<https://schools.pgcps.org/berwynheights/splash/>
 240.684.6210 x50901
 240.684.6216-FAX

Strengths: *Deliberative ~ Context ~ Strategic ~ Analytical ~ Includer*



PGCPS Parent Resources [click below:](#)
 Registration & Enrollment
<https://sites.google.com/pgcps.org/dl-parentresources/home>

On Wed, Jul 27, 2022 at 4:38 PM Wilma Marks <wilma.marks@pgcps.org> wrote:
 [Quoted text hidden]

Monette Roxas-Tharp <maria.roxastharp@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 28, 2022 at 9:33 AM

Good Morning Wilma,

Thank you for the email. I am the summer scheduler for Area 2. I entered hours for my schedulers the other evening using the usual "Time Entry Wages" under hours type. Today, I tried to enter hours and the "Time Entry Wages" option is gone and I only see "Summer Incentive". Also, I noticed that all the hours I entered before do not have "Time Entry Wages" anymore. Should I just use "Summer Incentive" for summer scheduler hours from now on?

Thank you in advance for the assistance.

Thank you,
 Monette

Monette Roxas-Tharp
Prince George's County Public Schools
Associate Superintendent's Office - Area 2 Middle Schools
John Eager Howard Building
4400 Shell Street
Capitol Heights, MD 20743
Phone: ext. 45203/office:301-669-6010
Achiever ~ Positivity ~ WOO ~ Learner ~ Includer



On Wed, Jul 27, 2022 at 4:38 PM Wilma Marks <wilma.marks@pgcps.org> wrote:
 [Quoted text hidden]

Zaidy Rosario-Santana <zaidy.rosario@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 28, 2022 at 9:38 AM

Good Morning Ms Wilma Marks,

I have two questions: how do I do a payroll roster time report? and do you have another question and answer before everyone comes in or before the school starts?

This will be my first year starting a school in Payroll and I want to make sure I do everything I am supposed to do before it gets busier.

I appreciate all your help!!

Thank you!!

On Wed, Jul 27, 2022 at 4:38 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--

Thanks and Have a good day!!

Zaidy Rosario
School Guidance Secretary
Judith P. Hoyer Montessori School
"Committed to Excellence"
zaidy.rosario@pgcps.org
Office# 301 808-4420 ext. 57572
Fax# 301-808-8270
SCHOOL WEBSITE

Crystal Crier <crystal.crier@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 28, 2022 at 2:06 PM

Wilma,

Thank you for these updates. Can you please, please, please ask IT to remove the former employees from the time cards this year. It would be great to start off with only active employees on the time cards. I still see former employees on all of the Safety and Security time cards. Thank you.

On Wed, Jul 27, 2022 at 4:38 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--



Crystal Crier
Administrative Assistant to the Director
Office of Safety and Security Services
Prince George's County Public Schools
507 Largo Road
Upper Marlboro, MD 20774
Office: 301-499-7000

Wilma Marks <wilma.marks@pgcps.org>
To: Crystal Crier <crystal.crier@pgcps.org>

Thu, Jul 28, 2022 at 5:46 PM

Hi Crystal,
I have asked many times. I am sorry.

Wilma Marks
Supervisor Operations and Procedures
Payroll Services
301-952-6351
Fax: 301-952-6088

Strategic, Input, Consistency, Connectedness, Relator

[Click HERE](#) to go to the [Payroll Office Website!](#)

[Click HERE](#) to go to the [Absence Management Website!](#)

Click [HERE](#) to go to the [Leave \(Use or Lose\) Calculator](#) for all PGCPS unions!

[Click HERE](#) to go to the [Internal Revenue Service \(IRS\) Tax Withholding Calculator!](#)

Payroll General Inquiries email: payroll@pgcps.org

For Long term Leave/FMLA/LOA Inquiries: absence_mgmt@pgcps.org

Payroll Tax and/or W2 Inquiries email: payroll.taxesw2s@pgcps.org

Payroll Stop Payment Submission and/or Inquiries: payroll.stoppayment@pgcps.org

Garnishment Inquiries: payroll.garnishment@pgcps.org

Payroll Escheatment Inquiries: payroll.escheatment@pgcps.org

Quarantine leave: quaran.leaverequests@pgcps.org

Providing excellent customer service is very important to us****

Please, take a moment to rate our service by clicking the link below:

[Click Here to Complete Customer Service Survey!](#)

[Quoted text hidden]